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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800340021-2

DD/P

25X1 ATTN : **DD/P Records Officer** 26 May 1958
 Acting Chief, Records Management Staff

Machine Sorting of DD/P Cards at the VM Repository.

1. The following information is furnished for your presentation to the CS Records Committee.

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- a. , Chief, VM Repository, estimates that a 50% handling time factor should be added to the 60 hours of machine time required to sort 150,000 cards. He bases this on the 33 1/3% factor used by OO/Contact, estimated for handling cards stored in filing equipment. This 50% factor is therefore considered accurate since the cards at the Repository will be stored in boxes.
- b. One-third of the 90 man hours required can be accomplished during regular working hours. The balance of 60 hours will require overtime spread over a period of six weeks.
- c. It is our understanding that the cards will be retained in the Repository machine room during the approximately six week processing period. Accordingly, additional manpower will be needed only to carry the cards from the Records Center and to return them after processing. has said that he can supply the labor for this. However, DD/P personnel should be on hand to supervise handling the boxes.
- d. As we discussed in our meeting last Wednesday, about 24 hours of idle sorting machine time per week can be allocated to sorting the DD/P cards. However, this exact amount cannot be counted on every week, nor is it always possible to determine precisely on which days this time will be available. I therefore feel that it would be impractical to send headquarters personnel to the Repository to use this machine time for the card sorting project.
- e. It has been determined that presorting the cards on the first positions at headquarters would not save any

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machine time at the Repository, since the six months volume of 150,000 cards will not be received at one time, but instead in increments of monthly deposits.

2. I hope this information will help you form a recommendation for the Committee. I shall withhold replying to [redacted] memorandum of 29 April 1958 pending word from you.

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Distribution:

2 - Addressee

[redacted]

✓ - RMS (Records Management 6-1)

1 - Hold for [redacted]

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SPK/3/26
Mgt/S/RMS/ [redacted] skm (26 May '58)

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